

5 January 1970

PROJECT: PERSTAFF

SUBJECT: Delay in production of flex-o-line strips for  
Position Control Section/TRB/CD/DPC/OP

Position Control maintains CIA's Table of Organization and incumbent data in Kardex files. The organizational and position information is maintained on flex-o-line strips, while the incumbent data is maintained on Form 7 (Service Record Cards). The employee's Service Record Cards are filed in the positions which the employees are currently occupying.

The Kardex file provides a central control point wherein may be found a current and complete record of all the authorized positions in the Agency, the employees occupying the positions, and the service history of these employees. The Kardex files are primarily utilized to verify the accuracy of information on Personnel actions.

The following semi-automated procedure is utilized in producing flex-o-line strips on Staffing changes for Position Control Section. (It should be noted that steps 1 thru 4 are taken in the normal update of the T/O master regardless of the flex-o-line strips production.)

1. PMCD/OP sends one copy of Form 261 (Staffing Complement Change Authorization) to Position Control and Statistical Reporting Branch (SRB)/OP.

2. SRB coding clerk takes the information from the Form 261 and codes it on a Form 1023 (Staffing Change Complement Notice Coding Sheet). An average of 524 changes take place per month.

3. The coding clerk accumulates Form 1023's and sends them to OCS/keypunch on the average of three times per month depending on volume.

4. OCS/keypunch punches paper tape and sends it to OCS Computer Center for input to the T/O Edit program.

5. The Computer Center runs the T/O Edit program, which produces cards that contain the staffing changes.

6. The Computer Center then sends the cards back to SRB coding clerk.

7. If Position Control requested the coding clerk to produce flex-o-line strips, the cards are sent to OCS/EAM for the actual production.

8. Finally, the flex-o-line strips are sent back to the coding clerk, who delivers them to Position Control Section, for filing in the Kardex files.

The above process takes approximately 10 to 15 days to complete.

Personnel Actions are received daily by Position Control that require verification of staffing information. To provide for timely processing of the actions, Position Control normally manually produces the flex-o-line strips, due to the time delay in the semi-automated procedure.

#### RECOMMENDATION

It is recommended that flex-o-line strips be produced via an on-line printer in the new HRS system, if Position Control Section continues in its present function.



Group Leader/HRS

STATINTL